

**DATE:** September 13, 2012

**SUBJECT:** Special Event Permit Application (TE-300 Form)

**TO:** District Executives

**FROM:** R. Scott Christie, P.E. /s/ R. Scott Christie  
Deputy Secretary for Highway Administration

This Strike-Off Letter (SOL) is to announce the release of the Engineering and Traffic Study Form, TE-300: Special Event Permit Application, which is considered time and resource reducing.

Effective immediately, this form will replace all other Special Event Permit/Application or Agreement Application materials used by the Department. The current method of review and approval through the Office of Chief Counsel will be discontinued, and this special event permit application will now be reviewed and approved exclusively through the District Office.

The TE-300 form is in full compliance with Title 67, Chapter 212, and has been approved through the Office of Chief Counsel.

A summary of the TE-300: Special Event Permit Application includes:

- A checklist specifying all necessary documentation.
- Application questions detailing all aspects of the special event.
- A section for event sponsor certification, permit conditions, and signatures.
- Application becomes permit with District Office approval signature

Should you have any questions, please contact Matthew Briggs, Manager, Work Zones, Pavement Markings and Regulations Unit, at 717-783-6268.

Attachment

4943/RJP/deh

CC: Assistant District Executives - Maintenance  
Steven Roth, Assistant Counsel, Office of Chief Counsel  
Charles C. Goodhart, Director, BOMO  
Stephen J. Grimme, P.E., Chief, Highway Safety and Traffic Operations Division, BOMO  
Daryl St.Clair, P.E., Chief, Maintenance Technical Leadership Division, BOMO  
Jeff Mitchell, Acting Chief, Maintenance Performance Division, BOMO  
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District Traffic Engineers  
Matthew Briggs, Manager, Work Zones, Pavement Markings and Regulations Unit, BOMO  
Ryan Palman, Civil Engineer, Regulations Unit, BOMO

**SPECIAL EVENT PERMIT**

Processions, Assemblages, and Special Activities

PLEASE TYPE OR PRINT ALL INFORMATION IN BLUE OR BLACK INK



pennsylvania

DEPARTMENT OF TRANSPORTATION

www.dot.state.pa.us

**EVENT SPONSOR CHECKLIST**

- Complete TE-300: Special Event Permit Application (Submit Pages 2, 3, and 4). Note: Becomes permit once reviewed and signed.
- Compliance with Title 67, Chapter 212.701 Subchapter H, Special Events.
- Event Sponsor Insurance Certificate.
- Documentation detailing the traffic control plan. Documentation includes:
  - Map of special event route and the alternate traffic route (Include state route numbers, road names, intersections, etc).
  - Coordination of a vehicle escort service.
  - Coordination of a maintenance and protection of traffic (MPT) contractor (Private Contractor, Local Police/Fire).
- Notify Pennsylvania State Police (PSP) of special event (Please contact Station Commander at Local PSP Barracks).
- Notification and/or approval letter(s) for special event. Criteria for type of event sponsor is as follows:

Municipal Sponsor

Note: If special event crosses into other municipalities, satisfy both municipal sponsor and private sponsor criteria.

If Special Event occurs on:

## 1. State Road(s) Only

- Municipality is required to submit a notification letter for special event involvement on state roads to the Pennsylvania Department of Transportation along with the permit application (Pages 2, 3, and 4).

## 2. Local Road(s) Only

- Pennsylvania Department of Transportation has no involvement with permit. Municipality coordinates its own criteria for special event involvement on local road(s).

## 3. State Road(s) and Local Road(s)

- Municipality is required to submit a notification letter for special event involvement on state roads to the Pennsylvania Department of Transportation along with the permit application (Pages 2, 3, and 4). No action required for special event involvement on local road(s).

Private Sponsor

If Special Event occurs on:

## 1. State Road(s) Only

- Private Sponsor is required to send notification letter(s) to each municipality for special event involvement on state road.
- Private Sponsor is required to submit a copy of the municipality notification letter(s) to the Pennsylvania Department of Transportation along with the permit application (Pages 2, 3, and 4).

## 2. Local Road(s) Only

- Pennsylvania Department of Transportation has no involvement with permit. Private Sponsor is required to submit required documents to municipality according to municipality requirements.

## 3. State Road(s) and Local Road(s)

- Private Sponsor is required to send notification letter to each municipality for special event involvement on state road.
- Private Sponsor is required to obtain approval letter from each municipality for special event involvement on a local road.
- Private Sponsor is required to submit a copy of each municipality notification and approval letter to the Pennsylvania Department of Transportation along with the permit application (Pages 2, 3, and 4).

- Submit completed and signed permit application and the required documents to the appropriate Pennsylvania Department of Transportation District Engineering Office (See Page 6) **eight (8) weeks prior to the date of the special event.**

# SPECIAL EVENT PERMIT

Processions, Assemblages, and Special Activities  
PLEASE TYPE OR PRINT ALL INFORMATION IN BLUE OR BLACK INK



**pennsylvania**  
DEPARTMENT OF TRANSPORTATION  
www.dot.state.pa.us

### EVENT SPONSOR CONTACT INFORMATION

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_  Municipal Sponsor  Private Sponsor

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Hours: \_\_\_\_\_

### SPECIAL EVENT INFORMATION

1. Special Event Name: \_\_\_\_\_

2. Special Event Type: .....  Procession  Assemblage  Special Activity

3. Special Event Purpose/Description (Attach additional sheet if necessary):

4. Date of Special Event: ..... From \_\_\_\_\_ To \_\_\_\_\_

a. Alternate date of Special Event: ..... From \_\_\_\_\_ To \_\_\_\_\_

5. Time of Special Event: ..... From \_\_\_\_\_ To \_\_\_\_\_

a. Alternate time of Special Event: ..... From \_\_\_\_\_ To \_\_\_\_\_

6. County(ies):

7. Municipality(ies):

8. State Road(s) (List all state roads involved in the special event - Attach additional sheet if necessary):

<u>State Route Number:</u>	<u>State Road Name:</u>	<u>Number of Lanes:</u>	<u>Type of Highway:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9. Local Road(s) (List all local roads involved in the special event - Attach additional sheet if necessary):

<u>Local Route Number:</u>	<u>Local Road Name:</u>	<u>Number of Lanes:</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SPECIAL EVENT INFORMATION (CONTINUED)**

10. Approximate number of vehicles in the event: \_\_\_\_\_ vehicles

11. Approximate number of pedestrians involved in the event: \_\_\_\_\_ pedestrians

12. Highway will be: .....  Fully Closed  Partially Closed  Minor Encroachment  Other

a. Describe the highway closure and the affect on adjacent properties. (Attach additional sheet if necessary):

13. Travel distance of road closure/encroachment: \_\_\_\_\_

14. Travel distance of the alternate route: \_\_\_\_\_  N/A

Note: Alternate route shall not be more than 5 miles longer or 5 times greater in length then the normal travel distance. An alternate route is not required if one of the following conditions exists:

- a. The highway to be closed is not a state route and is primarily used by local drivers who are familiar with an alternate route.
- b. The highway is only partially or periodically closed and the vehicle escort service can safely maintain traffic on the remainder of the highway.
- c. The highway closing for less than 20 minutes and excessive traffic backup will not occur during closing.

15. Does the special event occur on a freeway: .....  Yes  No

The following five (5) questions pertain to the use of a freeway: .....  N/A

- a. Please state the reason(s) why this event should use a freeway, including safety aspects to both motorists and event participants. (Explain on a separate attached sheet)
- b. Are there a minimum of two lanes of traffic in each direction of flow:.....  Yes  No
- c. Will the special event move orderly and uniformly along the freeway:.....  Yes  No
- d. Will the special event use a maximum of one lane of the highway and can the MPT Contractor safely maintain traffic on the remainder of the highway:.....  Yes  No
- e. Will the delay for traffic entering or leaving the highway at ramps be no more than 5 minutes and can MPT control all delayed traffic: .....  Yes  No

16. Has the PSP been notified of the event:.....  Yes  No

a. PSP Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

17. Has proper MPT been coordinated; .....  Yes  No  N/A

a. MPT Contractor: \_\_\_\_\_

b. MPT Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

c. Date MPT requested:..... From \_\_\_\_\_ To \_\_\_\_\_

i. Alternate date MPT requested:..... From \_\_\_\_\_ To \_\_\_\_\_

d. Time MPT requested:..... From \_\_\_\_\_ To \_\_\_\_\_

i. Alternate time MPT requested:..... From \_\_\_\_\_ To \_\_\_\_\_

18. Will a vehicle escort service be used during the event:.....  Yes  No  N/A

a. Vehicle Escort Contractor: \_\_\_\_\_

b. Vehicle Escort Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

c. Date vehicle escort service requested: ..... From \_\_\_\_\_ To \_\_\_\_\_

i. Alternate date vehicle escort service requested: ..... From \_\_\_\_\_ To \_\_\_\_\_

d. Time vehicle escort service requested:..... From \_\_\_\_\_ To \_\_\_\_\_

i. Alternate time vehicle escort service requested: ..... From \_\_\_\_\_ To \_\_\_\_\_

**EVENT SPONSOR CERTIFICATION, PERMIT CONDITIONS, & SIGNATURES**

The event sponsor shall indemnify, save harmless, and defend (if requested) the Commonwealth of Pennsylvania, the Department of Transportation, and their officers, agents, and employees from any and all claims, suits, or actions for injuries, death and/or property damage arising out of the procession, assemblage, or special activity identified in this permit where the claim, suit, or action was caused by the event sponsor, its officers, agents, and employees, the event participants, support staffs, event officials, volunteers, medical support, technical support, media vehicles, event communications staffs, the traveling public, general public, or spectators.

A certificate of insurance must be provided showing: (a) public liability insurance for bodily injury and property damage in the minimum amount of two hundred fifty thousand (\$250,000.00) per person and one million dollars (\$1,000,000.00) per occurrence to cover any loss that might occur as a result of the permitted use of the state highways or that might otherwise arise out of or be connected with the event; (b) occurrence-based coverage; and (c) the Commonwealth of Pennsylvania named as an additional insured. The event sponsor warrants the information in the insurance certificate is accurate.

The event route shall be appropriately secured with proper security and safety measures taken to protect the event participants, support staffs, event officials, volunteers, medical support, technical support, media vehicles, vehicle escort services, maintenance and protection services, the traveling public, event communications staffs, the general public, and spectators. Proper emergency medical services shall be provided. Local fire departments, the general public, and the traveling public shall be notified in advance of the event. Written notification shall be submitted to each municipality notifying the municipality that the event uses state roads and written approval shall be obtained from each municipality granting the event sponsor permission to hold the event. The event sponsor shall coordinate and pay for temporary traffic control during the event.

- I have attached a Certificate of Insurance as described above.
- I have read, understand, and agree to the above terms and conditions.
- I attest that all information in the special event permit application is accurate to the best of my knowledge.

Event Sponsor

Contact Name (Print): \_\_\_\_\_ Title of Contact: \_\_\_\_\_

Contact Name (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Attesting Witness (Print): \_\_\_\_\_ Title of Witness: \_\_\_\_\_

Attesting Witness (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Pennsylvania Department of Transportation

District Traffic Engineer (Print): \_\_\_\_\_

District Traffic Engineer (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

District Executive (Print): \_\_\_\_\_

District Executive (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

## GLOSSARY TERMS

The terms in this permit are defined as follows:

1. **Assemblage** - An organized gathering of people without vehicles, or with vehicles that are stationary, which encroaches onto a street or highway and interferes with the movement of pedestrian or vehicular traffic. The term includes, but is not limited to, street fairs, block parties, organized demonstrations and other recreational events.
2. **Conventional Highway** - A highway other than a low-volume road, expressway, or freeway.
3. **Expressway** - A divided arterial highway for through traffic with partial control of access and generally with grade separations at major intersections.
4. **Freeway** - A limited access highway to which the only means of ingress and egress is by interchange ramps.
5. **Fully Closed Road** - The roadway is closed to all road users except contractor's equipment or authorized vehicles.
6. **Low-Volume Road** - As defined in the Manual on Uniform Traffic Control Devices (MUTCD).
7. **Maintenance and Protection of Traffic (MPT) Contractor** - A service used to provide such safety measures deemed necessary to maintain alternate routes while safely guiding the traveling public through detours. These safety measures include, but are not limited to, appropriate signs, warning devices, pavement markings, and other temporary traffic control devices.
8. **Minor Encroachment** - All activity remains on the shoulder, while the traffic control devices are placed on the roadway.
9. **Partially Closed Road** - One or more lanes are closed (but not all lanes) to all road users and an approved traffic control plan is established to allow road users to safely and effectively navigate around the temporary conditions.
10. **Event Sponsor** - An individual, group, municipal authority, or governing body that is applying for the special event permit.
11. **Procession** - An organized group of individuals, or individuals with vehicles, animals or objects, moving along a highway on the roadway, berm, or shoulder in a manner that interferes with the normal movement of traffic. The term includes, but is not limited to, walks, foot races, parades, and marches.
12. **Special Activity** - An organized vehicle race, speed competition or contest, drag race or acceleration contest, test of physical endurance, exhibition of speed or acceleration, or other planned event held within the right-of-way of a public roadway. The term includes those races defined in 75 Pa. C.S. § 3367 (relating to racing on highways).
13. **Special Event** - A procession, assemblage, or special activity held within the right-of-way of a public roadway.
14. **State Designated Highway/State Road/State Route (SR)** - A highway or bridge on the system of highways and bridges over which the Department has assumed or has been legislatively given jurisdiction.
15. **Vehicle Escort Service** - An automobile used to guide vehicle(s), bicycle(s), and/or pedestrian(s).

**PENNSYLVANIA DEPARTMENT OF TRANSPORTATION DISTRICT ENGINEERING OFFICES**

Click on District to visit website (e.g. "District 1-0")

**District 1-0**

**Address:** 255 Elm Street, P.O. Box 398  
Oil City, PA 17601-0398  
**Phone:** 814.678.7154  
**Counties:** Crawford, Erie, Forest, Mercer, Venango,  
Warren

**District 8-0**

**Address:** 2140 Herr Street  
Harrisburg, PA 17103-1699  
**Phone:** 717.787.6653  
**Counties:** Adams, Cumberland, Dauphin, Franklin,  
Lancaster, Lebanon, Perry, York

**District 2-0**

**Address:** 1924 Daisy Street, P.O. Box 342  
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Juniata, McKean, Mifflin, Potter

**District 9-0**

**Address:** 1620 North Juniata Street  
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Huntingdon, Somerset

**District 3-0**

**Address:** 715 Jordan Avenue, P.O. Box 218  
Montoursville, PA 17754-0218  
**Phone:** 570-368-8686  
**Counties:** Bradford, Columbia, Lycoming, Montour,  
Northumberland, Snyder, Sullivan, Tioga,  
Union

**District 10-0**

**Address:** 2550 Oakland Avenue, P.O. Box 429  
Indiana, PA 15701-0429  
**Phone:** 724.357.2800  
**Counties:** Armstrong, Butler, Clarion, Indiana,  
Jefferson

**District 4-0**

**Address:** 55 Keystone Industrial Park  
Dunmore, PA 18512  
**Phone:** 814.678.7085  
**Counties:** Crawford, Erie, Forest, Mercer, Venango,  
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**District 11-0**

**Address:** 45 Thoms Run Road  
Bridgeville, PA 15017  
**Phone:** 412.429.5000  
**Counties:** Allegheny, Beaver, Lawrence

**District 5-0**

**Address:** 1002 Hamilton Street  
Allentown, PA 18101  
**Phone:** 610.871.4100  
**Counties:** Berks, Carbon, Lehigh, Monroe,  
Northampton, Schuylkill

**District 12-0**

**Address:** 825 North Gallatin Avenue Ext.  
P.O. Box 459  
Uniontown, PA 15401-2105  
**Phone:** 724.439.7315  
**Counties:** Fayette, Greene, Washington,  
Westmoreland

**District 6-0**

**Address:** 7000 Geerdes Boulevard  
King of Prussia, PA 19406-1525  
**Phone:** 610.205.6700  
**Counties:** Bucks, Chester, Delaware, Montgomery,  
Philadelphia

**Central Office**

**Address:** Keystone Building  
400 North Street  
Harrisburg, PA 17120  
**Phone:** 717.787.2838